

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE OFFICER
TRAINING CORPS (AFRTC)**

AFRTC 24-301

10 MAY 2006



Logistics

TRANSPORTATION PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the Maxwell AFB Electronic Publications web site at: <https://pubs.maxwell.af.mil>. If you lack access, contact the Publications Management Office.

OPR: AFRTC/DOS
(Mr. Howard Ledbetter)

Certified by: AFRTC/DO
(Lt Col Geoffrey McClendon)

Pages: 24

Distribution: F

This instruction implements AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, AFI 24-301, *Vehicle Operations*, AFI 24-302, *Vehicle Management*, and AFMAN 23-220, *Reports of Survey for Air Force Property*. It establishes policies and procedures for managing the General Services Administration (GSA) vehicle lease program supporting Air Force Reserve Officer Training Corps (AFRTC) Region Commanders, AFRTC detachments, and Regional Directors of Admissions (RDA). Maintain all records created as a result of processes prescribed in this publication in accordance with AFMAN 37-123, *Management of Records*, and dispose of them in accordance with the Air Force Records Disposition Schedule (RDS) available at: <https://afrims.amc.af.mil>. It applies to all AFRTC activities requiring transportation support to meet mission requirements.

Chapter 1 – GENERAL	2
1.1. Purpose	2
1.2. Policies	2
1.3. Funding	2
1.4. Management of Government Property	3
Chapter 2 – VEHICLE OPERATIONS	3
2.1. Basic Principles	3
2.2. Responsibilities	3
2.3. Authorized Use of Government Vehicles	6
2.4. Transportation Requests	8
2.5. Host Institution Motor Pool Vehicles (HIMPV)	9
2.6. Driver Licensing and Training	10
2.7. Accident Reporting Procedures	10

Chapter 3 – VEHICLE MAINTENANCE	11
3.1. General.....	11
3.2. Maintenance Services	11
3.3. GSA Fleet Management Credit Card (Voyager)	13
Chapter 4 – FORMS AND INFORMATION MANAGEMENT TOOLS (IMT).....	13
4.1. Adopted.....	13
Attachment 1 – GLOSSARY OF REFERENCES AND SUPPORTING FORMS/IMTS & INFORMATION.....	15
Attachment 2 – SAMPLE AF IMT 9, REQUEST FOR PURCHASE.....	17
Attachment 3 – SAMPLE CONTRACT PROVISIONS STATEMENT.....	20
Attachment 4 – SAMPLE AFRS FORM 1400, DOMICILE-TO-DUTY TRANSPORTATION RECORD	22
Attachment 5 – SAMPLE OF LEAST COST TRANSPORTATION ANALYSIS WORKSHEET	23
Attachment 6 – SAMPLE OF DD FORM, 200, FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS	24

Chapter 1

GENERAL

1.1. Purpose. This instruction provides guidelines for the management and operation of motor vehicles assigned to HQ AFROTC. It addresses the basic principles, policies, responsibilities, maintenance and operation of the administrative use of government-owned or leased vehicles.

1.2. Policies. AFI 24-301, *Vehicle Operations*, prescribes the basic policies governing the administrative use of Air Force motor vehicles (owned or leased). Unless otherwise amended by this instruction, units will adhere to the provisions of AFI 24-301.

1.2.1. Institutional motor pool vehicles are considered government-leased vehicles for the purpose of this instruction.

1.2.2. Government leased vehicles will be maintained in a safe and serviceable condition and in an acceptable appearance throughout their service life.

1.2.3. Based on their availability, GSA leased vehicles will be exchanged under the age, mileage, and repair expenditure criteria established by GSA.

1.3. Funding. HQ AFROTC/DOR/DOS and AFROTC Regions are responsible for budget preparation and execution in support of GSA leased vehicles. HQ AFROTC/DOR/DOS and AFROTC Regions compile all requests for government-leased vehicles to prepare the budget. Commanders may not enter into a transportation-leased program until HQ AFOATS/SDF approves funding.

1.4. Management of Government Property. Unit commanders must ensure that subordinates are aware of requirements in AFI 23-111, *Management of Government Property in Possession of the Air Force*.

Chapter 2

VEHICLE OPERATIONS

2.1. Basic Principles.

2.1.1. Government-owned or leased vehicles will be used within AFROTC to provide efficient and economical transportation to support the mission. Economical and efficient operation is achieved by providing maximum service with a minimum number of vehicles. When motor vehicle transportation is necessary in the performance of official business, commanders may use one or a combination of transportation options. Units are to use the least costly method consistent with accomplishing the mission.

2.1.2. Avoid multiple trips to the same location on the same day whenever practical through efficient scheduling.

2.2. Responsibilities.

2.2.1. HQ AFROTC/DOR/DOS/SDF/Regions will:

2.2.1.1. Prepare written input for inclusion into the annual operating budget. This input considers the operational requirements identified by the unit commanders through their annual mileage forecast memo (see paragraph 2.4.7).

2.2.1.2. Review all government-leased vehicle requirements for submission to GSA and institutional motor pool. This review will include any requirement that the unit commander can justify.

2.2.1.3. Coordinate the distribution of government-leased vehicles to meet operational requirements. The distribution/redistribution should consider the following:

2.2.1.3.1. Mission requirements.

2.2.1.3.2. Unit size and full time staffing.

2.2.1.3.3. Vehicle utilization.

2.2.1.3.4. Unit distance to the support host base.

2.2.1.3.5. Cost effectiveness analysis.

2.2.2. HQ AFROTC/DOS will:

2.2.2.1. Develop policies and procedures governing the use, operations, and reporting requirements.

2.2.2.2. Review all existing policies and regulations that apply to the operation and use of government-leased vehicles and corresponding GSA credit card. This includes Internal Control Review Audits, scheduled site visits, and nonscheduled site visits. Review could also be achieved through Headquarters Air Education and Training Command Inspector General HQ AETC/IG inspections, Region Staff Assistance Visits to units and inspections conducted by the Standardization & Evaluation Branch (HQ AFROTC/DOV).

2.2.2.3. Be the single point of contact with GSA for AFROTC vehicles. This includes, but is not limited to vehicle replacement, assignment of leased vehicles, and monthly bill processing.

2.2.2.4. Maintain a ledger that reflects the tag number, assigned location, and vehicle custodian's contact information.

2.2.3. Unit Commander will:

2.2.3.1. Comply with all applicable regulations, policies and procedures provided and referenced in this instruction.

2.2.3.2. Respond to HQ AFROTC/DOSL requests for administrative reports in a timely manner.

2.2.3.3. Take no actions that could require HQ AFROTC to become financially obligated, i.e., directly negotiating with GSA, misuse of GSA credit card, or exceeding mileage allocations.

2.2.3.4. Collect or forward to HQ AFROTC/SDF/DOS/DOR, upon request, reimbursement for accident repair costs that resulted from the operator's negligence. This applies to damages to government-leased vehicles.

2.2.3.5. Not relocate any vehicles to another unit without the approval of HQ AFROTC/DOSL.

2.2.3.6. Submit GSA vehicle requirements to Region/AFOATS/SDF using an annual mileage forecast memo (see paragraph 2.4.7.). HQ AFROTC/DOR will forecast for RDA requirements when requesting transportation support.

2.2.3.7. Designate a commissioned officer or noncommissioned officer (NCO) as the unit's vehicle control officer (VCO). Provide the name of the VCO to your Region VCO.

2.2.4. Vehicle Control Officer will:

2.2.4.1. Supervise operation and maintenance of assigned vehicles.

2.2.4.2. Maintain all vehicle records.

2.2.4.3. Submit vehicle reports as required by HQ AFROTC/DOSL/DOR and Region VCO.

2.2.4.4. Provide operation and maintenance instructions to all GSA vehicle operators.

2.2.4.5. Investigate any reports of vehicle abuse or improper use of vehicles and take necessary corrective action.

2.2.4.6. Maintain a file or list of cadre personnel with valid state driver's licenses.

2.2.4.7. Monitor all unit travel to ensure vehicle miles do not exceed the annual program authorization.

2.2.4.8. Coordinate on all domicile-to-duty transportation requests (only for units authorized, see paragraph 2.3.8) and record it on AFRS Form 1400, **Domicile-To-Duty Transportation Record** (see Attachment 4). Submit the completed AFRS Form 1400 to the unit commander, at the end of each month, to review and certify that all domicile-to-duty transportation was for official purposes only. Do not accomplish and submit an AFRS Form 1400 unless this privilege is actually used. File AFRS Form 1400 after unit commander certification and retain it for one year after the closeout of the fiscal year.

2.2.4.9. Maintain a unit log (one for GSA and one for host institution motor pool vehicle) to record data for each trip. The log may be a locally developed spreadsheet and must contain, at a minimum; date of trip, driver's name, destination, beginning mileage, ending mileage, distance traveled, and reason for travel. Establish a new unit log each fiscal year and retain it for one year after close of the fiscal year. AFROTC Region CC/DOR/DOS will conduct a periodic review of selected unit mileage logs to verify travel requirements.

2.2.4.10. Report the odometer reading no earlier than the 25th of the month and NLT the last day of the month. Use the Mileage Express option via the GSA Fleet Drive Thru website (<http://drivethru.fss.gsa.gov/drivethru/drivethru/>). Failure to report your mileage will cause GSA to estimate the miles driven and reflect incorrect funds expended on the AFROTC billing statement. Print a copy of the updated website and place it in the unit files for one year after the close of fiscal year. This will be used as verification that the mileage has been updated.

2.2.4.11. As part of in-processing ensure new personnel are aware of the provisions of Title 31, United States Code, Section 1349b, *Adverse Actions*. This section states that any employee who willfully uses or authorizes the use of any government-owned or leased vehicle for other than official purposes shall be suspended from duty without pay. The officer or employee shall be suspended for at least one month, and if warranted, a longer period or summarily removed from office.

2.2.4.12. Submit DD Form 200, **Financial Liability Investigation of Property Loss**, within 5 workdays of any accident (see Attachment 6). Paragraph 2.7.4. provides additional guidance on processing the DD Form 200. Refer to AFMAN 23-220 for instructions on conducting a Report of Survey.

2.2.5. Vehicle operator will:

2.2.5.1. Carry a valid driver's license.

2.2.5.2. Conduct a safety inspection of the vehicle (see paragraph 3.2.1.). Use AF IMT 1800, **Operator's Inspection Guide and Trouble Report**, to conduct the inspection.

2.2.5.3. Operate the vehicle in a safe, courteous, and prudent manner.

2.2.5.4. Obey all traffic laws, including parking. All traffic violations (tickets/citations) for government-owned or leased vehicles are the operator's liability. Report all violations to the unit VCO when the vehicle is returned.

2.2.5.5. Safeguard the vehicle, keys, and credit card against theft, loss, or misuse. If any of the items are missing, report it immediately to the unit VCO.

2.2.5.6. Fasten seat belts. Federal regulation requires all drivers and passengers of government-owned or leased vehicles to wear seat belts while the vehicle is in motion.

2.2.5.7. Use emergency flasher lights when vehicle becomes disabled or when vehicle stops for an emergency.

2.2.5.8. Drive defensively.

2.2.5.9. Not use the vehicle for private business, personal errands or recreation unless approved under paragraph 2.3.

2.2.5.10. Not transport family members, friends or non-government employees unless approved under paragraph 2.3.

2.2.5.11. Not drive vehicle home or any part of the route home unless domicile-to-duty is authorized (see paragraph 2.3.8).

2.2.5.12. Not smoke or allow other passengers to smoke in the vehicle.

2.2.5.13. Not drink alcohol or allow other passengers to drink alcohol in the vehicle.

2.3. Authorized Use of Government Vehicles. For this purpose, government vehicles are defined as GSA vehicles on permanent dispatch (full-time rental) to units, part-time rental of contract vehicles, and institutional (university) vehicles when used for official business and when authorized to claim mileage reimbursement. In addition to the guidance in AFI 24-301, Chapter 2, the following describes authorized uses of government vehicles:

2.3.1. Transport persons going to or returning from Temporary Duty (TDY) stations.

2.3.2. Only active duty Air Force personnel and Department of Defense (DoD) civilians assigned to HQ AFOATS activities and its subordinate units may operate GSA leased vehicles. Cadets that have completed their sophomore year and have been issued a military identification card (not a dependent identification card) are authorized to operate a government-owned or leased vehicle at the base where their training is taking place. **Do not allow any AFROTC cadet to operate GSA leased vehicles assigned to AFROTC detachments.**

2.3.3. Airman Education Commissioning Program (AECF) cadets may operate the GSA vehicle when needed for travel to host base. AECF cadets will not use the GSA vehicle to transport other AFROTC cadets to and from official functions. The cadre members must still perform that function.

2.3.4. Properly licensed active duty personnel of collocated Army and Navy units may operate vehicles when vehicle use is reciprocal, for official business, and is approved by unit commanders.

2.3.5. Transport cadets in connection with official unit functions.

2.3.5.1. AFROTC cadets participating in AFROTC sponsored practical military training may be provided surface transportation via government vehicles within existing dollar and mileage constraints. The limit for any practical military training travel is 350 miles one way. Any travel beyond this limit must be a funded trip with approved orders. Active duty military may participate as a driver escort without any reimbursement within the 350-mile limit.

2.3.5.2. AFROTC cadets may be provided transportation out of the local area, on a space available basis when participating in officially sanctioned AFROTC sponsored extracurricular activities. Available transportation is defined as passenger space available for mission requirements. An example is a unit staff member on Temporary Duty orders and authorized to drive the government vehicle for a mission-related purpose to the support base and seats are available in the vehicle. For example, an Arnold Air Society (AAS) event is taking place at a unit near the support base, AAS cadets may be transported.

2.3.6. Bona fide applicants for physical exams, rechecks, etc.

2.3.7. Persons normally not authorized to ride as passengers in government vehicles include:

2.3.7.1. Cadet participating in extracurricular programs, which are not sponsored by AFROTC.

2.3.7.2. Students not directly connected with the AFROTC program.

2.3.8. For transportation between domicile and place of employment, see AFI 24-301, Chapter 2, para 2.8, for guidance. AFROTC/DOSL will review the list of AFROTC units and RDAs authorized domicile-to-duty transportation every two years, normally in March. The list is submitted to the Secretary of the Air Force (SECAF) through HQ Air Education and Training Command (AETC) for approval. HQ AFROTC/DOSL will provide a copy of the list to the Region Commanders and notify the units once the list is approved.

2.4. Transportation Requests

2.4.1. Region Commanders, in coordination with HQ AFROTC/DOSL, must maintain constant liaison with all AFROTC activities using government-owned or leased vehicles. Make requests for vehicles as far in advance as possible of the time actually required. Inform Region CC/HQ AFROTC/DOS/DOR of future increases in the mission or personnel strength of the unit in order to plan for additional demands that may be placed upon facilities and equipment. Similarly, notify Region CC/HQ AFROTC/DOS/DOR of decreases in mission and activity workloads, which will reduce vehicle requirements.

2.4.2. Each unit's transportation requirements are unique. Nonetheless, each unit must find the most cost-effective method available to meet the unit's transportation needs. Consider the following factors when choosing the most cost-effective:

2.4.3. Annual Mileage Requirement. A GSA vehicle on full-time dispatch is normally not cost effective if it is driven less than 9,000 (van) or 7,500 (sedan) miles annually, although there are exceptions.

2.4.4. Unit Location. Consider the unit's distance from the support base, and if a commercial or university rental vehicle would be the most cost-effective means to meet a one-time requirement.

2.4.5. Frequency of Requirement. Determine if the unit needs a vehicle daily, weekly, or less frequently.

2.4.6. Cost. Compare all available transportation options annually on a cost-per-mile basis and include the analysis in the annual mileage forecast memo to Region VCO, then to HQ AFOATS/SDF (see paragraph 2.4.7).

2.4.7. Unit commanders or vehicle control officers submit requests to initiate or change currently approved transportation options to Region CC/AFOATS/SDF via a mileage forecast memo. The memo must identify the vehicle tag number, the number of miles needed and a justification that compares rates of available transportation on a cost-per-mile or cost-per-month basis. Use the information from the Least Cost Transportation Analysis Worksheet (Attachment 5). After obtaining approval for permanent rental of a GSA vehicle, the VCO will send the following information to the appropriate GSA Fleet Management Center:

2.4.7.1. Name of requester (unit).

2.4.7.2. Location where vehicles are needed (unit).

2.4.7.3. Billing address or Billed Office Address Code (BOAC).

2.4.7.4. Number and type of vehicles required.

2.4.7.5. Estimated annual miles.

2.4.7.6. Estimated length of time vehicle is required.

2.4.7.7. Date needed.

2.4.8. Notify Region CC and HQ AFROTC/DOSL upon receipt of a new or replacement vehicle from GSA.

2.4.9. If a unit requires a different type vehicle than the one assigned, send a letter of justification to Region CC/HQ AFROTC/DOS. Upon approval, the unit will be notified of the action to be accomplished. **When GSA exchanges an assigned vehicle for any reason (i.e., age, mileage) the unit will notify Region CC/HQ AFROTC/DOSL by letter or email.** Provide, in the letter, the old and new tag numbers, date of exchange, make and model of vehicle, and ending mileage on the old vehicle until the date of exchange or termination of the GSA vehicle contract.

2.4.10. Units must notify Region CC if they have a temporary need for commercial vehicle rentals (i.e., car, van, or bus). Do not use Government Transportation Requests (GTR) to pay for rental cars. If an individual is on TDY orders, he or she may make payment with the government travel card or the unit government-purchase card (GPC) may be used.

2.4.11. Unit commander must submit an annual mileage forecast memo (see paragraph 2.4.7) to the region commander (RDA sends to AFROTC/DOR) for review by 1 August each year, unless otherwise directed. The Region commander and AFROTC/DOR reviews, makes changes if necessary, and uses the information from this report to determine the operating budget in support of transportation requirements.

2.4.12. At the beginning of each fiscal year, Region Commanders provide, in writing, each detachments annual GSA transportation program authorization budget to AFROATS/SDF. Vehicle miles must not exceed the annual authorization budget.

2.4.13. Units requiring additional mileage, after the annual authorization is approved, must coordinate with their region office. The Region Commanders may reallocate mileage between their units as long as they don't exceed the overall mileage allocation. Institutional vehicle miles cannot be changed without a new AF IMT 9, **Request for Purchase** (see Attachment 2).

2.5. Host Institution Motor Pool Vehicles (HIMPV). If a cost analysis indicates that HIMPV is the most economical form of travel, then the unit will submit an annual mileage forecast memo (see paragraph 2.4.7.). Submit an AF IMT 9 (see Attachment 2) with a contract provision

statement (see Attachment 3). Forward the AF IMT 9, the contract provision statement, and the forecast memo (see paragraph 2.4.7) to HQ AFROTC/SDF. Each HIMPV request and cost analysis must be updated annually. Units must ensure non-state employees are authorized to operate state vehicles. Government vehicle limitations also apply to HIMPV (see paragraph 2.3).

2.5.1. If the annual transportation cost analysis (see Attachment 5) proves a full time GSA vehicle is more cost-effective, comply with paragraph 2.4.7. If in possession of a HIMPV, turn the vehicle in before the effective date of the contract.

2.5.2. To drive any vehicle contracted and paid for by the United States Government, you must have a valid state driver's license. All restrictions applicable to GSA vehicles apply to HIMPV. Obtain prior approval from VCOs or unit commanders before each trip. Ensure the unit log (see paragraph 2.2.4.9) is annotated to show specific trip data.

2.6. Driver Licensing and Training. Operators must have a valid state driver's license to drive any general-purpose government vehicle. Government drivers license and traffic safety courses are no longer required before operating a general purpose government-owned or leased vehicle of less than 14,000 lbs gross weight. Since our GSA leased vehicles are under this weight, you are not required to take a safety course. AFI 24-301 permits the use of GSA vehicles when transportation is necessary in the performance of official business.

2.7. Accident Reporting Procedures

2.7.1. In the event of loss or damage to vehicles caused by an accident or other mishap, the VCO must immediately notify the Region VCO and Regional GSA Accident Center. The unit VCO will ensure a GSA Form 1627, **Motor Vehicle Accident Reporting Kit**, is available. Follow the steps described on the GSA Form 1627. All reporting forms will be forwarded to Region Commanders and HQ AFROTC/DOSL. AFI 24-302 contains information for processing a vehicle involved in an accident. The following forms will be submitted within five (5) working days from the date of occurrence:

2.7.1.1. Standard Form 91, **Motor Vehicle Accident Report**.

2.7.1.2. Standard Form 94, **Statement of Witness**, if applicable.

2.7.1.3. Copy of police report, if applicable.

2.7.1.4. DD Form 200, **Financial Liability Investigation of Property Loss**.

2.7.2. Persons involved in a motor vehicle accident desiring to file a claim for damages (property and/or bodily injury) should be referred to the support host legal office. They should file a Standard Form 95, **Claim for Damages, Injury or Death**.

2.7.3. Legal Action: Immediately report to HQ AFOATS/JA suits for property damage, personal injury, and/or death resulting from the operation of a government-owned or leased vehicle. Forward all legal documents to HQ AFOATS/JA.

2.7.4. Follow these procedures when processing a Report of Survey:

2.7.4.1. Send Region VCO an information copy of the survey pending an approved copy.

2.7.4.2. Forward a GSA vehicle accident report to the supporting GSA motor pool following the instructions in the operator's packet in the vehicle.

2.7.4.3. Report the accident to the HQ AFOATS Safety Officer according to AFOATSI 91-101, *AFOATS Safety Program*.

Chapter 3

VEHICLE MAINTENANCE

3.1. General.

3.1.1. Maintenance is the key to keeping vehicles in safe and operable conditions to meet your mission requirements. Vehicles are considered to be in a serviceable and safe condition when operation will not cause damage to the operator, passengers, or create a safety hazard.

3.1.1.1. The primary objective of a comprehensive maintenance program is to provide optimum use of vehicles by lengthening their life expectancy at the lowest cost and ensures maximum operational capability.

3.1.1.2. GSA leased vehicles will be replaced at appropriate periods when expensive and extensive repair limits and practicality have been exceeded according to GSA policy.

3.1.2. GSA develops periodic preventive maintenance schedules for inspections, lubrications, adjustments, and necessary repairs to ensure maximum availability of transportation. GSA monitors the maintenance record of each vehicle by computer. GSA Maintenance Control Centers (MCC) will notify units by mail via the GSA Form 3478, **Motor Vehicle Service Authorization**, as to when and what services are required.

3.1.3. The operator's packet furnished with each GSA vehicle provides procedures for obtaining services and fuel. Use the GSA Voyager credit card for vehicle repairs, maintenance, cleaning (wash/wax \$30), fuel, or spare parts under \$100. Prior approval of the GSA motor pool manager is necessary before obtaining repairs exceeding \$100. Contact your GSA Fleet Management Representative for a list of vendors in your local area that can perform general maintenance services.

3.2. Maintenance Services. Implementation of an effective maintenance program includes, as a minimum, performance of the following three basic types of maintenance:

3.2.1. Operator Inspection and Service. Operator inspections consist of visual and operational inspections to determine that the vehicle is safe to operate and serviceable. Operator inspections and observations are two of the most important elements of any

preventive maintenance program. When properly performed, they will detect defects before they could become a serious hazard or result in damages to the vehicle.

3.2.1.1. Annotate defects discovered during the inspection or while operating the vehicle on an AF IMT 1800, **Operator's Inspection Guide and Trouble Report**. Notify the VCO of the results of the inspection. The driver must stop operation immediately if the driver detects a deficiency that could damage the vehicle or render it unsafe.

3.2.1.2. The VCO is responsible to ensure required services and maintenance are accomplished and the vehicle appears to be in a safe operating condition.

3.2.2. **Scheduled Inspections and Services.** Scheduled inspections and services are intended to provide for the accomplishment of repairs as necessary for safe operation. In addition to the operator's inspection, GSA qualified automotive personnel inspect vehicles for safety, serviceability and other prescribed services. GSA MCC will notify the units of all scheduled maintenance requirements as follows:

3.2.2.1. GSA MCC will notify the units by mail on a GSA Form 3478 as to when and what services are required.

3.2.2.2. The notification will describe all scheduled maintenance requirements and will list services to be performed no later than the due date or the due mileage listed, whichever comes first, at an authorized service facility.

3.2.2.3. Follow the GSA vehicle guide when selecting a service facility.

3.2.2.4. Present the GSA Form 3478 to the service representative at the time you bring the vehicle for maintenance.

3.2.2.5. When the work has been completed sign and date the invoice to certify that the services were completed. Advise the service facility to send the original invoice and the Maintenance Control Center copy of the GSA Form 3478 to the MCC address shown on the form.

3.2.2.6. Complete the Regional Fleet Management office copy of the GSA Form 3478 and promptly mail it to the regional fleet office in the preaddressed reply envelope. Maintain a copy for unit files for one year after closeout of the fiscal year.

3.2.3. **Unscheduled Maintenance.** Unscheduled maintenance is the correction of deficiencies that occur between scheduled services to the extent necessary to maintain a vehicle in a safe and operable condition. Unscheduled maintenance is generally limited to correction of specific items reported as deficient by an operator, VCO or confirmed diagnostics procedure. Report all unscheduled maintenance requirements to the MCC, who in turn will advise the unit where to take the vehicle. Refer to the GSA vehicle guide for repair cost limitations before taking a vehicle for service and proceed accordingly. If you are unable to contact the GSA Center and it is an emergency, take the following actions:

3.2.3.1. Under warranty. Take the vehicle to the nearest authorized dealer.

3.2.3.2. Non-warranty. Take vehicle to the nearest GSA contract service facility that can do repair work. Contact your MCC at the first opportunity.

3.2.3.3. Odometer failure. Contact your Regional GSA Center as soon as possible. Estimate the number of miles operated since the time of failure.

3.3. GSA Fleet Management Credit Card (Voyager). This credit card is assigned specifically to each GSA leased vehicle. It is the only card authorized to be used in support of leased vehicles. Purchases will be made from service stations authorized by the Defense Fuel Supply Center (DFSC) *Guide to Service Stations for Gasoline, Oil, and Lubrication*. These stations are identified in the Government Vehicle Operators Guide. Maximum purchase at any one time is \$100.00.

3.3.1. Authorized Use:

3.3.1.1. Wash vehicle (vehicle may be washed twice a month) but not to exceed \$30.00 a wash.

3.3.1.2. Oil and filter service. This service will only be accomplished when notified by GSA MCC.

3.3.1.3. Purchase of fluids (brake, antifreeze, and windshield washer). These items may only be purchased to “top off” reservoirs. You may not purchase these items in bulk quantities.

3.3.1.4. To purchase **emergency** towing services by commercial vendor up to \$150.00.

3.3.1.5. Emergency replacement of vehicle belts, i.e., fan, alternator, and power steering.

3.3.1.6. DO NOT purchase tires before contacting the Regional Fleet Management Center (FMC).

3.3.2. Unauthorized Use. All credit card purchases must relate directly to your Interagency Fleet Management System (IFMS) vehicle and should not, under any circumstances, be for purchases of personal items.

Chapter 4

FORMS AND INFORMATION MANAGEMENT TOOLS (IMT)

4.1. Adopted: SF Form 91, **Motor Vehicle Accident Report**; SF Form 94, **Statement of Witness**; SF Form 95, **Claim for Damages, Injury, or Death**; GSA Form 1627, **Motor Vehicle**

Accident Reporting Kit; GSA Form 3478, Motor Vehicle Service Authorization; DD Form 200, Financial Liability Investigation of Property Loss; AF IMT 9, Request for Purchase; AF IMT 1800, Operator's Inspection Guide and Trouble Report; AFRS Form 1400, Domicile-to-Duty Transportation Record.

BEN F. YOUNG, JR., Col, USAF
Commander, Air Force ROTC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 31, United States Code, Section 1349b, *Adverse Actions*

Guide to Service Stations for Gasoline, Oil, and Lubrication

AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*

AFI 24-301, *Vehicle Operations*

AFI 24-302, *Vehicle Management*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFOATSI 91-101, *AFOATS Safety Program*

Acronyms

AAS – Arnold Air Society

AECP – Airman Educational Commissioning Program

AETC – Air Education and Training Command

AF – Air Force

AFI – Air Force Instruction

AFMAN – Air Force Manual

AFOATS – Air Force Officer Accessions and Training Schools

AFOATSI – Air Force Office Accessions and Training Schools Instruction

AFROTC – Air Force Reserve Officer Training Corps

AFROTCI – Air Force Reserve Office Training Corps Instruction

AFRS – Air Force Recruiting Service

BOAC – Billing Office Address Code

CC – Commander

DFSC – Defense Fuel Supply Center

DoD or DD – Department of Defense

DOR – Director of Operations, Recruiting

DOS – Director of Operations, Support

DOSL – Director of Operations, Support Logistics

DOV – Director of Operations, Standardization & Evaluation

FMC – Fleet Management Center

GPC – Government Purchase Card

GSA – General Services Administration

GTR – Government Transportation Request

HIMPV – Host Institution Motor Pool Vehicle

HQ AETC/IG – Headquarters Air Education and Training Command/Inspector General

HQ AFOATS – Headquarters Air Force Officer Accession and Training Schools

HQ AFROTC – Headquarters Air Force Reserve Officer Training Corps

IFMS – Interagency Fleet Management System

IMT – Information management Tools

JA – Judge Advocate

MCC – Maintenance Control Center

NCO – Noncommissioned Officer

RDA – Regional Director of Admissions

SDF – Support Division, Funds

SECAF – Secretary of the Air Force

TDY – Temporary Duty

VCO – Vehicle Control Officer

A2.1. NO.: (Mandatory entry) This number will differ from one unit to another. This is a 14-digit entry. Your host base contracting office provides the first 6 digits, the next digit represents the last digit of the current calendar year (8 for the year 1998), the next 3 digits represent the Julian date of the order, 1100, 1200, 1300, etc., the next digit indicates the number of IMT 9s you have completed during that specific day.

A2.2. INSTALLATION: Your host base.

A2.3. DATE: Use the current date you are preparing the IMT for submission.

A2.4. TO: Your host base contracting office.

A2.5. CLASS: Leave this block blank.

A2.6. THROUGH: Fill in with HQ AFOATS/SDF, Maxwell AFB AL 36112-6106

A2.7. FROM: Unit number and complete address.

A2.8. CONTRACT, PURCHASE ORDER, OR DELIVERY ORDER NO.: Leave this block blank.

A2.9. PURCHASED FOR: Cite the service location, e.g., AFROTC Detachment 12.

A2.10. FOR DELIVERY TO: Complete address of service location.

A2.11. NOT LATER THAN: use the required operational date.

A2.12. ITEM: Each service or item requested is numbered, e.g., 01, 02, etc.

A2.13. DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED (include a suggested source (Local company or university capable of providing the service requested) and the following sentence: SEND ALL INVOICES AND RECEIVING REPORTS DIRECTLY TO THE DETACHMENT who will sign and forward to DFAS-LI): Institutional Vehicle Rental.

A2.14. QUANTITY, UNIT, ESTIMATED UNIT PRICE, AND ESTIMATED TOTAL COST: Self-explanatory.

A2.15. PAYING OFFICE: DFAS-LI/FPD, 3 Arkansas Road, Limestone ME 04751-1500

A2.16. TOTAL: Self-explanatory.

A2.17. PURPOSE: Self-explanatory.

A2.18. DATE: Current date.

A2.19. TYPED NAME AND GRADE OF REQUESTING OFFICIAL: This block is to be designated as the signature block of the unit commander or the designated representative.

A2.20. TELEPHONE NUMBER: Self-explanatory.

Attachment 3**SAMPLE CONTRACT PROVISIONS STATEMENT
(TO BE INCLUDED WITH AF IMT 9 FOR INSTITUTIONAL VEHICLE RENTAL)**

A3.1. Alabama Technical University vehicles are for the use of the Department of Aerospace Studies to carry out official business. In general, usage of motor pool vehicles must conform to official university policies and procedures.

A3.2. Costs arising from a collision or accident involving a motor pool vehicle are absorbed by the motor pool.

A3.3. In the event of damage resulting from unduly rough handling or abuse of vehicles, which is distinguished from accidental cause, the damaged vehicle is reviewed with the Department of Aerospace Studies for determination or reasonable division of cost of repairs.

A3.4. Alabama Technical University will carry public liability insurance on vehicles as follows:

Bodily Injury	\$100,000/\$300,000
Property Damage	\$20,000
Medical Expenses	\$5,000
Per Accident	\$2,000,000 (maximum)

A3.5. Mileage rates are \$.21 a mile for a sedan, \$.24 a mile for a van, and \$1.25 a mile for a bus. Mileage rates include all costs of fuels, lubricants, and repairs except for repairs necessitated by certain damages as explained herein.

A3.6. Terms of contract commence October 1, 20xx and expire on September 30, 20xx.

A3.7. Billings of vehicle usage are on a monthly basis.

A3.8. The Department of Aerospace Studies is not authorized to sublease motor pool vehicles.

A3.9. The contract should not stipulate priority of use. Motor pool vehicles are made available to users on a first call, first served basis.

A3.10. Return motor pool vehicles promptly to the motor pool garage following completion of use unless extraordinary circumstances do not permit it.

A3.11. If minor repairs to the vehicle become necessary, the driver should use his/her best judgment in acquiring the repairs. Receipts for repairs must be secured and presented to the motor pool manager for reimbursement. If a major repair appears necessary or vehicle stoppage occurs which cannot readily be corrected, make a collect telephone call to the motor pool manager at (334) 514-1515 in order to get specific directions on handling the major repairs.

A3.12. The Department of Aerospace Studies shall agree it will hold the university or any of its representatives harmless from claims for personal injuries or damages.

Attachment 5**SAMPLE OF LEAST COST TRANSPORTATION ANALYSIS WORKSHEET**

Compare the cost of using a GSA leased vehicle to the cost of using a privately-owned vehicle (POV). Use the following cost figures by entering them into the formulas below.

GSA Schedule Rate: \$4.96/Day and \$0.10/Mile

POV Rate: \$0.325/Mile

Formula to calculate the cost of using GSA vehicle:

(Number of Days X Daily Rate) + (Estimated Miles Driven X Mileage Rate) = COST

Formula to calculate the cost of using a privately-owned vehicle:

Estimated Miles Driven X Mileage Rate = COST

EXAMPLE:

GSA: (3 days X \$4.96) + (375 miles X \$0.10) =
(\$14.88) + (\$37.50) = \$52.38

POV: 375 miles X \$0.325 = \$121.88

CONCLUSION: It will cost the government less money to use a GSA leased vehicle than a POV in the given scenario.

Attachment 6

SAMPLE DD FORM 200, FINANCIAL LIABILITY INVESTIGATION OF
PROPERTY LOSS

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397. PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.			ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.		
1. DATE INITIATED (YYYYMMDD) 20050815		2. INQUIRY/INVESTIGATION NUMBER 2005-044		3. DATE LOSS DISCOVERED (YYYYMMDD) 20050801	
4. NATIONAL STOCK NO. JN1EB31P9PU235158	5. ITEM DESCRIPTION Sedan		6. QUANTITY 1	7. UNIT COST 12,000.00	8. TOTAL COST 12,000.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) Accident caused by second party, Ms. Carol Jones. TSgt Smith was turning onto Elm St when Ms. Jones failed to stop at a traffic light. Her car collided with the GSA vehicle TSgt Smith was driving damaging both driver's side doors and left rear quarter panel.			<input type="checkbox"/> LOST	<input checked="" type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) See attached report					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) AFROTC Det 505/COC 111 Franklin Dr St. Louis, MO 35879		b. TYPED NAME (Last, First, Middle Initial) White, Donna M.		c. DSN NUMBER 555-8588	
		d. SIGNATURE		e. DATE SIGNED 20050910	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS Concur with investigating officer's findings. Recommend appropriate records be adjusted accordingly and no pecuniary liability be assessed.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) AFROTC Det 505/CC 111 Franklin Dr St. Louis, MO 35879		d. TYPED NAME (Last, First, Middle Initial) King, Edward J.		e. DSN NUMBER 555-8584	
		f. SIGNATURE		g. DATE SIGNED 20050911	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	